



333 Sheridan Avenue, Albany, New York 12206
Tel. 518-463-3175 Fax 518-463-3-8185
www.albanycap.org

Employment Opportunity

THE POWER OF CHANGE

- ANNOUNCEMENT DATE:** September 1, 2010
- POSITION TITLE:** Teacher Assistant – Early Childhood Education for Head Start and Universal Pre-K
- DEPARTMENT / LOCATION:** Various locations in Albany
- RESPONSIBILITIES:** Assists & works closely with classroom teacher in a team approach to plan & implement activities for developmentally appropriate classroom program. Promotes a safe, nurturing, & healthy physical environment in compliance with all Early Childhood Education/Head Start Performance Standards & NYS-OCFS Day Care Licensing Regulations. Supports classroom teacher in cultivating positive relationships with children & families. Assists in completing & maintaining required documentation for child records & classroom. Assists in ensuring adequate classroom staff coverage for all classroom & program activities. Other duties as assigned.
- QUALIFICATIONS:** High School Diploma or its equivalent AND at least one year experience working in an early childhood program. The Child Development Associate (CDA) Credential is strongly desired. Must be willing to complete the CDA credential successfully within a year of service. Associate Degree in ECE, Child Development or related field with at least twelve (12) credit hours in ECE relevant coursework is preferred. Must have NYS Education Department Teacher Assistant Certification for work in School District classrooms.
- PAY RATE / BENEFITS:** \$9.16 an hour
\$10.11 an hour (if possesses NYS TA Certification and in a UPK classroom)
Health & Dental; Vacation, Sick, Personal Leave; Holidays; Educational Assistance; 403(b)
- CLASSIFICATION / HOURS:** Non- Exempt, Full-time (35 hours per week during school/program year)
- APPLICATION DEADLINE:** Submissions accepted until positions are filled.
- APPLICATION PROCEDURE:** Please send a cover letter and a current resume to:
Albany Community Action Partnership, Human Resources
333, Sheridan Avenue, Albany, NY 12206
FAX: (518) 463-8185
E-MAIL: HR@albanycap.org
Selected Candidates will be contacted for interview.
No Phone Calls Please
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**PLEASE POST
PROMINENTLY**

**ACAP is an Equal Opportunity
Employer -- EOE/M/F/D/V
Alcohol/Drug Free Workplace
(pre-employment drug screen
and background check required)**
